

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

824A - BUREAU OF FOOD & DRUG SAFETY-ADMINISTRATION

1.1.007	543	CORRESPONDENCE - ADMINISTRATIVE	3		3	O	R	P	X	
1.1.008	4988	CORRESPONDENCE, GENERAL	1		1	O		O	X	PAPER, ELECTRONIC
1.1.010	569	GENERAL BFDS OFFICE PROCEDURES	US+1		US+1	O		O		PAPER, ELECTRONIC
1.1.011	571	AGENCY CHANGES TO REGULATIONS, POLICY/PROCEDURES, EXECUTIVE ORDERS	US+3		US+3	O	A	P	X	
1.1.020	4365	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		O		AC=DATE OF REQUEST IS FULFILLED; PAPER AND ELECTRONIC
1.1.021	1497	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		O		AC=DATE OF DENIAL OF REQUEST; PAPER, ELECTRONIC
1.1.023	697	ORGANIZATION CHARTS	US		US	O	A	O		PAPER, ELECTRONIC
1.1.025	726	RULES, REGULATIONS, POLICIES & PROCEDURES	US+3		US+3	O	R	O	X	PAPER, ELECTRONIC
1.1.041	2756	SUGGESTIONS	1		1	O		P		
1.1.056	732	ADA DOCUMENTATION	3		3	O		P		
1.1.057	5093	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	145	STAFF MEETING NOTES	1		1	O		O		PAPER, ELECTRONIC
1.1.065	1551	REPORTS, STUDIES, AND SURVEYS FOR NON- FISCAL REPORTS	AV		AV	O		O		PAPER, ELECTRONIC
1.1.067	724	REPORTS - ADMINISTRATIVE	3		3	O	R	O		PAPER, ELECTRONIC; MISCELLANEOUS NON-FISCAL REPORTS
1.1.069	5067	ACTIVITY OR WORKLOAD MONITORING	1		1	O		O		PAPER, ELECTRONIC
1.2.005	5133	RECORDS RETENTION SCHEDULE	US		US	O		P		
1.2.006	736	RECORDS TRANSMITTAL FORMS	AC+2		AC+2	O		P		AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER

RETENTION CODES (Field 7)

MEDIUM CODES (Field 10)

ARCHIVAL CODES (Field 9)

SECURITY CODES (Field 8)

VITAL CODES (Field 11)

* - All Audit Requirements
Will Be Met
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1.2.008	743	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS	FE+3		FE+3	O		P			
1.2.010	5131	RECORDS DISPOSITION LOGS	20		20	O		P			SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED
1.2.011	749	RECORD CENTER STORAGE APPROVAL FORMS	US		US	O		P			
1.2.012	751	RECORDS INVENTORY WORKSHEETS	US		US	O		P			
1.2.013	759	RECORDS CONTROL MATERIALS	US		US	O		P			
1.2.014	762	RECORDS MANAGEMENT PLAN	US+1		US+1	O		P			
3.1.001	1977	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.012	951	EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS	2		2	O		P			
3.1.013	5140	EMPLOYMENT CONTRACTS - TEMPS/TELECOMMUTING	AC+4		AC+4	O		O	X		PAPER, ELECTRONIC/AC=TERMINATION OF CONTRACT
3.1.014	972	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	1073	GRIEVANCE RECORDS	AC+2		AC+2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION / AC=FINAL DECISION ON GRIEVANCE
3.1.019	1087	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1137	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	1139	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	O		P	X		MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT
3.1.022	1155	PERSONNEL INFORMATION OR ACTION FORMS	2		2	O		O			PAPER, ELECTRONIC/CONVENIENCE COPY
3.1.023	1169	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		O	X		PAPER, ELECTRONIC

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3.3	1196	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O			PAPER, ELECTRONIC /AC=COMPLETION OF CLASS
3.3.020	784	FLEXIBLE WORK SCHEDULES	1		1	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION
3.3.023	728	REIMBURSABLE ACTIVITIES	FE+3		FE+3	O		O			PAPER, ELECTRONIC; INCLUDES TRAVEL, EDUCATIONAL LEAVE, COLLEGE CLASSES OR WORKSHOPS
3.3.026	1199	STAFFING REPORTS	US+3		US+3	O		O			PAPER, ELECTRONIC
3.4	2605	LEAVE REPORTS, LOGS, & DOCUMENTATION	FE+3		FE+3	O		O			PAPER, ELECTRONIC, OR COMPUTER PRINT-OUT; SLB DAY, ADM LEAVE, OT & COMP TO LAPSE, ESL, FMLA; MAY CONTAIN CONFIDENTIAL DATA.
3.4.001	2606	ANNUAL TO SICK LAPSE/CONVERT REPORTS	FE+3		FE+3	O		P			LEAVE REPORTS SENT TO CONVERT/LAPSE ANNUAL TO SICK AT END OF FISCAL YEAR.
3.4.004	1210	OVERTIME AUTHORIZATIONS	2		2	O		P			
3.4.006	1232	TIME CARDS AND TIME SHEETS	4		4	O		O			COMPUTER PRINT-OUT, PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	1252	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3	O		O			PAPER, ELECTRONIC
3.4.008	1257	SICK LEAVE POOL DOCUMENTATION	FE+3		FE+3	O		P			
5.1.004	541	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US	O		O			PAPER, ELECTRONIC
5.1.011	1258	PHOTOCOPIER USE LOGS & REPORTS	AV		AV	O		O			PAPER, ELECTRONIC
5.1.015	373	LOGS FOR CORRESPONDENCE/PACKAGES FROM US POSTAL SERVICE OR PRIVATE COURIERS	1		1	O		P			
5.2.004	1260	BUILDING SPACE REQUESTS	1		1	O		P			
5.2.008	391	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3	O		O			PAPER, ELECTRONIC; ADMIN REPAIR LOG; FIN. CONTRACTS & AGREEMENTS
5.2.010	1261	EQUIPMENT MANUALS	LA		LA	O		P			

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5.2.014	1263	INVENTORY - ANNUAL PHYSICAL	FE+3	FE+3	O	O		PAPER, ELECTRONIC
5.2.015	1540	INVENTORY, NOTICES OF EQUIPMENT REMOVED FORM	FE+3	FE+3	O	P		
5.2.017	1541	LOST AND STOLEN PROPERTY REPORTS	FE+3	FE+3	O	P		
5.2.019	1542	BUILDING MAINTENANCE/WORK ORDERS, LOGS & DOCUMENTATION	1	1	O	O		PAPER, ELECTRONIC
5.2.023	1545	YEAR-TO-DATE ACTIVITY (INVENTORY LISTING)	FE+3	FE+3	O	O		PAPER, ELECTRONIC
5.2.027	417	SPACE UTILIZATION REPORTS	AV	AV	O	O		PAPER, ELECTRONIC
5.4.001	991	ON-THE-JOB INJURY/ACCIDENT REPORTS & DOCUMENTATION	CE+5	CE+5	O	P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
5.4.002	1548	EVACUATION PLANS	US	US	O	P		
5.4.011	2607	VISITOR CONTROL REGISTERS	3	3	O	P		
5.4.012	2609	SECURITY ACCESS RECORDS	AC+2	AC+2	O	O	X	PAPER, ELECTRONIC; KEYS, CARDS, LOGS, ACCESS/IDS, FDA & BFDS BADGES
5.4.013	733	DISASTER PREPAREDNESS AND RECOVERY PLAN	US	US	O	P	X	
5.5.001	1598	BILLING DETAIL-TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3	FE+3	O	O		PAPER, ELECTRONIC
5.5.002	455	FAX LOGS/LONG DISTANCE LOGS	AV	AV	O	O		PAPER, ELECTRONIC
5.5.003	2610	INCOMING/OUTGOING INDIVIDUAL TELEPHONE ACTIVITY	AV	AV	O	O		PAPER, ELECTRONIC; INCLUDES COUNT OF RECEPTION DESK
5.5.007	573	DISPUTED CALL DOCUMENTATION	FE+3	FE+3	O	P		
5.6.009	1560	PARKING PERMITS OR ASSIGNMENTS	US	US	O	P		

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